

Sample

Mark-to-Market Checklist of Related Party Agreements

Form 4.2

Project Name: _____
Project Address: _____
FHA Number: _____
Section 8 Expiration Date: _____
REMS I.D. #: _____

The owner must identify any related party transactions and relationships affecting the subject property. This covers all contractual relationships involving owner-related parties concerning the operation, maintenance or other regular business of the subject property. Owner-related parties include all organizations and individuals who are related through kinship, marriage, or financial interest to any controlling person or controlling entity. A controlling person or controlling entity is one that controls an owner or purchaser, is controlled by an owner or purchaser, or is under common control with the owner general partner. Controlling persons / entities include, but are not limited to, a general partner of a partnership, a managing member of an LLC, or an officer of either.

Accordingly, the project owner is requested to attach any identity of interest or related contract and provide a brief narrative of each such contract or agreement summarizing the following information:

- Type of Contract or Agreement
- Name of Parties
- Annual Payment
- Length of Contract
- Type of Relationship
- Non-Monetary Compensation

I certify this information to be true and correct.

SIGNATURE

DATE

NAME & TITLE

NAME OF OWNER/ENTITY